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5 September 1986

MEMORANDUM FOR: CRD Staff Personnel

FROM: Chief, Classification Review Division, Referrals Branch

SUBJECT: Procedure for Handling Mandatory Review Requests

REFERENCE: This Memo Supersedes the 10 October 1985 Memo, Same Subject

1. Since 1 May 1985, most Executive Order 12356 mandatory classification review requests have been sent from IPD to CRD for an initial determination on releasability. This new procedure was established to better develop and test the expediting of the process through use of a central unit and contribute to more thorough and consistent review decisions. This unit would serve both to protect Agency equities and to pinpoint areas of concern for the attention of the review specialists in the coordinating units whose equities are at stake. Our goal is to demonstrate that this office can perform a thorough and accurate classification review for all types of CIA material in an expeditious manner.

2. The following is the prescribed procedure:

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- a. After receiving an Executive Order 12356 referral request, (usually from the National Archives and Records Administration} offices in Washington or from a Presidential Library (but occasionally from other governmental agencies}) IPD will log in the cases, create a working copy of the document(s), classify them as appropriate, and send to CRD via a form #3963. [ ]
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- b. The CRD secretary will log in, and pass the cases to Chief/Referrals Branch, who will assign them to the most appropriate review officer, (matching subject matter with the experience of reviewer and giving consideration to workloads.) In some cases, for example, when a particular background would make for a more professional review or workloads are very heavy in the Referrals Branch, other members of the Division might be called upon to conduct mandatory reviews. Either the secretary or reviewer will make an additional working copy, if required (see paragraph d below). [ ]
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- c. Upon (receiving the assigned case,) the reviewer will begin the first of five steps required in the review process. First, he will examine the documents to determine what material is eligible for exclusion on the basis of the various criteria as described in section 1.3(a) of Executive Order 12356. Although [ ]
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the reviewer should be most sensitized to that material excludable on the basis of sub-section (4)--concerning intelligence sources and methods, sub-section (3)--foreign government information--and sub-section (5)--affecting current foreign policy considerations--should also be relied upon. The reviewer should be knowledgeable of the remaining seven criteria even though these are used only on rare occasions. The reviewer should also be cognizant of the more general provisions of the National Security Act of 1947 and the CIA Act of 1949. These give the DCI authority to protect intelligence sources and methods for the Executive Branch.

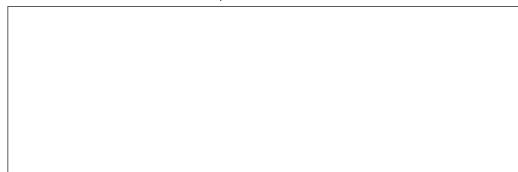
- d. After familiarizing himself with the content of the document, the reviewer secondly will begin the actual redaction, if required. Information deemed as still meriting classification will be bracketed in red pencil on the work copy. The relevant Executive Order sub-section will be cited in the margin. Often times the reviewer will encounter nebulous types of information which, although probably unclassified, raises sufficient doubt about their sensitivity that a coordinating reviewer may wish to pay particular attention or conduct additional research to determine the identification or classification of the material. Such questionable passages will be set off within the body of the text in green penciled question marks. (In the case of those documents requiring later review by the Directorate of Intelligence, we will send an unmarked copy to the DI/IRO, unless the document exceeds 20 pages in length.)
- e. The third step by the reviewer is to fill out a form #3724 which makes recommendations as to whether each document can be declassified, released in segregable form, or for notation of the appropriate sub-section of the Executive Order. The reviewer is urged to rely on the reverse side of the form #3724 which provides an explanation for the various withholding categories of the Executive Order. Do not, however, fill in the Reviewer information on the bottom right of the form as this will be left for the one who coordinates for the custodial unit who will be responsible for the final decision.
- f. The fourth step for the reviewer is the creation of a separate memorandum explaining the actions taken, keying each explanation to a chapter/page/line number or by some other clear locating system. Explanations of individual classified items and additional comments that would dispel concerns that may be raised as well as anything that upgrades our review efforts or anticipates questions that a coordinating reviewer might have should be included. If the review is short, then this text can be typed on the transmittal form #3963 received from IPD. The first draft will be reviewed by C/RB and C/CRD. IPD will be notified on both the #3724 and in the memorandum or transmittal sheet as to what additional coordinations might be necessary beyond what is stated in the original transmittal letter.

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3. When the review has been completed and checked by Division Management, the secretary will finalize the typed results, making as many packages as required for coordination. The request will be logged out, and returned to IPD. No further action is anticipated unless there is significant conflict in review determinations between CRD and that of the coordinating units. As the fifth and final step in the process the original reviewer in CRD wherever possible will examine the completed cases as expressed in the IPD correspondence for the purposes of 1) noting any divergences of review opinions and making a record of them and, 2) reviewing the document one final time to extract information for the RIMS data base.

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Chief, Referrals Branch  
Classification Review Division  
Office of Information Services

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